

# Synopsizing Orders



Advertising Over The Net

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# What is Synopsizing?



- Formal Definition - A synopsis is an abbreviated description of a procurement that is published in the Commerce Business Daily in advance of the procurement, along with the contracting officer's name, for the purpose of informing the commercial world of the opportunity to bid or submit an offer.

# Synopsizing When and Why



## WHEN-

- ACO Responsibilities:
  - The ACO must verify that PCO has submitted pre-solicitation synopsis, prior to making award.
  - The ACO must synopsize all BOA orders over \$25,000 which are likely to result in the award of any subcontracts or is subject to the Trade Agreements Act..

## WHY-

- PCO is required to Synopsize the pre-solicitation notice in the CBD to ensure that maximum competition is obtained from interested parties iaw FAR Part 5.201.
- ACO's post award synopsis alerts potential subcontractor to business opportunities. Also mandated by FAR Part 5.301.

# Who needs to Synopsize

- For the purposes of DCMC CAOs all ACOs accepting a PCO's delegation to award an order against a Basic Ordering Agreement (BOA) that is anticipated to exceed \$25,000 and is likely to result in the award of subcontracts (FAR 5.301(a)) or is subject to the Trade Agreements Act, are required to synopsize the award in the CBD.
- Prior to making award of the order, the ACO MUST verify, via hard-copy documentation for the file, that the PCO has synopsized the order in a pre-solicitation notice in the CBD. Failure to submit the pre-solicitation notice is a clear violation of CICA. ACO must avoid compounding the violation by proceeding with award.

# Publicizing and Response Time



- FAR 5.203 Defines the required parameters for publication of the CBD notice in advance of issuance of the solicitation, and the parameters for the contractor's required response time from the date of solicitation's issuance to the closing date for submission of the proposal.
- Post Award Notices are to be made as soon as possible after award is made.

# EXCEPTIONS TO SYNOPSIS REQUIREMENT

- Under FAR Part 5.202 - The contracting officer need not submit the notice required by 5.201 (Synopsis) when:
  - To do so would compromise national security (e.g. would result in disclosure of classified information).
  - The contract action is made under conditions described under FAR 6.302-2, which permits the use of limited competition in instances of Unusual and Compelling Urgency. **(Post Award synopsis is still required)**
  - A treaty with a foreign government(s) requires that the acquisition shall be made from specified sources only.
  - **(Post Award synopsis is still required).**

# EXCEPTIONS TO SYNOPSIS REQUIREMENT

- The contract action is expressly authorized or required by statute to be made through another Government agency, the SBA for example. **(Post Award synopsis is still required).**
- The contract action is for utility services to other than telecommunications services and only one source is available.
- The contract action is being placed under FAR 16.5, Indefinite delivery type contracts, for example.
- The contract action results from acceptance of a proposal under the Small Business Innovation Development Act of 1982 (Public Law 97-219).

# EXCEPTIONS TO SYNOPSIS REQUIREMENT

- The contract action involves an unsolicited research proposal demonstrating a unique and innovative concept which would be compromised through advertising.
- The contract action is for perishable substances.
- The contract action is made under conditions described in FAR 6.302-3, or 6.302-5 with regard to brand name commercial items for authorized resale, or 6.302-7, and advance notice is not appropriate or reasonable. **(Post Award synopsis is still required).**



# EXCEPTIONS TO SYNOPSIS REQUIREMENT

- The contract action is made by a DOD agency and will be made and performed outside the USA, its possessions, or Puerto Rico, and only local sources will be solicited. **Post Award synopsis is still required**).
- The contract action is anticipated to exceed \$25,000 but not the SAP threshold of \$100,000, and will be made via FACNET by a FACNET Certified Activity.
- The contract action is for an amount at or below \$250,000 and is made through FACNET after Government-wide FACNET has been certified pursuant to FAR 4.505-3. **Post Award synopsis is still required**).

# EXCEPTIONS TO SYNOPSIS REQUIREMENT

- The contract action is made under the terms of an existing contract **(Not A BOA)** that was previously synopsisized in sufficient detail to comply with FAR 5.207.
- The contract action is made under conditions described in FAR 6.302-3, with respect to the services of an expert to support the Federal Government in any current or anticipated litigation or dispute.
- The head of the agency determines in writing, after consultation with the Administrator for Federal Procurement Policy and the Administrator of the Small Business Administration, that advance notice is not appropriate or reasonable.

# How to Synopsize



## ■ Preferred Methodology is via the Net.

### □ Getting Started:

- 1. First time advertisers must establish a CBD billing address code (CBAC) with Government Printing Office's (GPO) Accounts Receivable Office. This office can be reached Monday through Thursday from 7:30 a.m. - 5:00 p.m. EST at:

□ Toll Free 1-800-567-8476

□

- 2. GPO will issue applicant a CBAC and a password, for access to the CBD website. Applicant must supply its office address and billing address, if the two are different.

□

# How to Synopsise continued



- GPO will issue applicant a CBAC and Password for access to CBD website.
- Applicant must supply office address and billing address , if the two are different.
- Preferred payment method is via the VISA IMPAC card. The charge per submission is \$5.00.

# SUBMISSION WALK THROUGH



- Go TO WEBSITE:
- <http://cbdnet.access.gpo.gov/password.html> - this is the CBD CBAC/PASSWORD web page.
- Type in your CBAC number and Password (lower case) assigned by the GPO Accounts Receivable Office in the appropriate boxes. Next, choose the “submission type” required from the pull-down menu. In this case the choice must be “AWARD NOTICE.” These two fields constitute the first data block.
- The data entry screen for Award Notices will now appear on the screen.

# SUBMISSION WALK THROUGH

## CONTINUED



- The next three fields are already completed. Block 2 contains the date, block 3 the year and block 4 the GPO billing account code (CBAC).
- Block 5 -ZIP code must be completed.
- Block 6- Asks for a Classification Code which can be found at FAR 5.207(g) 1. for “Services” and (g)2 for “Supplies.”
- Block 7 -The Office Address is next.
- Block 8 -The Subject- Here you must insert the classification code entered in Block 6, followed by two hyphens, and a brief description of the synopsis.

# SUBMISSION WALK THROUGH

## CONTINUED



- Blocks 9 and 10 are reserved for different categories of CBD notices.
- Block 11 - CONTACT Points - Here is where the POC for the action is listed, I.e. Jane Doe, Contract Specialist, DCMC, NY (718)xxx-xxxx.
- Block 12 - Award Number - your organization's reference number.
- Block 13 -Contract Award Dollar amount (insert an \$ before the digits)
- Block 14 - Contract Line Item Number

# SUBMISSION WALK THROUGH

## CONTINUED



- Block 15- Contract Award Date (mmddyy)
- Block 16- Contractor -name and address of awardee.
- Block 17-Reserved
- Block 18 - Web Link - optional
- Block 19 - Description of Web Link -optional
- Block 20 - E-Mail Link - the E-mail address of an agency point of contact - BVN#@pexnyork.dcrb.dla.mil
- Block 21 - Description of E-Mail Link - Give name and function of PCO - Jane Doe, ACO.
- Hit the “Submit” button and your action is completed.



# Tracking Orders for Payment



- Since payment for each submitted Synopsis will be made via the Government IMPAC Card, it is necessary for the purposes of reconciling the IMPAC invoice charges with the actual costs incurred to maintain a log of Synopsizing actions issued on a monthly basis.
- The following Data should be included in the log:
  - CBD Document Number issued when the submission is accepted.
  - The contract number,
  - The Name of the issuing employee and the date of issuance.
  - A copy of the monthly log must be submitted to the cognizant administrative POC responsible for reconciling the IMPAC account.